

## **Lewis and Clark (L/C) Special Event Project Safety Plans**

**NOTE:** The following template should be tailored to the specific project, environment, events, and anticipated activities at each project. All sections may not be applicable to all projects and some projects may need to add additional items/issues.

### **Introduction**

The safety and occupational health of our team members and contractors and the safety of our project visitors is of prime importance to the Corps. Safety references for a project safety plan include:

EM 385-1-1

Applicable national consensus standards such as ANSI, NFPA, ASTM, etc.

National Electric Code

National Electric Safety Code

The OSHA Act and OSHA Standards

Title 36 of the US Code

USCG Standards

Applicable local, state and Federal Standards

### **Public Education**

Programs, training, and materials appropriate for the type of L/C events activities anticipated at the project to include but not limited to water and boating safety, camping and hiking safety, fire safety, environmental protection, other anticipated recreation/event activities, etc.

### **Risk Assessment and Hazard Analysis**

Risk assessment and hazard analysis should be accomplished for all applicable visitor and employee activities. See Appendix A for Activity Hazard Analysis form which integrates activity hazard analysis and risk assessment.

### **Emergency Response**

Plans should be fully developed and coordinated for both water and land activities as applicable to the location. Search and rescue/recovery, fire fighting/containment, response to severe weather events including but not limited to floods (including flash floods), tornado, drought, and severe storms. Emergency contacts and phone numbers should be readily available. Coordination of radio frequencies and other forms of electronic/telephonic communication should be coordinated to assure adequate communication between responders. See Appendix B for Emergency Call List forms. These lists should be tailored to the individual project/location.

## **Project Policies**

Lockage Procedures

Portage Procedures and Policy to include signage, commercial vendors, etc.

Policy for shoreline camping on run of the river projects.

Inspection and maintenance procedures and policies for campgrounds, launch ramps, trails, and other public use facilities.

## **Large Public Events**

### **Land**

The plan should include such considerations as sanitation, drinking water, trash receptacles, crowd control, physical hazard mitigation, handicapped accessibility, parking facilities, traffic control, EMS services, security and law enforcement, temporary shelters, temporary electrical power, wrecker services, fire protection, USACE/local permit requirements etc. (Extreme events (such as firework displays, parachuting demonstrations, etc.) should be very well planned and analyzed and only provided by professionals skilled in the activity. See Appendix C for a sample public use area hazard and inspection guide.

### **Water**

The plan should include such considerations as congestion control, moorage, control of both recreation and commercial navigation, float plans, emergency response capability to include search and rescue and vessel fires, notices to navigation, USCG/USACE permit requirements, launch ramp facilities including sanitation and trash receptacles, EMS services, establishment of no wake zones, security and boating law enforcement, etc. See Appendix D for more in-depth discussion of water safety issues.

**Appendix A**  
**Activity Hazard Analysis Form**

# ACTIVITY HAZARDS ANALYSIS

Date Prepared (mm-dd-yyyy):

Project:

Job:

Prepared By:

Reviewed By:

Recommended Protective Clothing & Equipment:

Risk Assessment Code (RAC):

P r o b a b i l i t y					
Frequency		Likely	Occasional	Seldom	Unlikely
E		E	H	H	M
E		H	H	M	L
H		M	M	L	L
M		L	L	L	L

E = Extremely High Risk  
H = High Risk  
M = Moderate Risk  
L = Low Risk

S e v e r i t y

Catastrophic  
Critical  
Marginal  
Negligible

JOB STEPS	HAZARDS	ACTIONS TO ELIMINATE OR MINIMIZE HAZARDS	EM 385-1-1 (PARA REF)

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Date Prepared (mm-dd-yyyy):

Project:

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JOB STEPS		HAZARDS		ACTIONS TO ELIMINATE OR MINIMIZE HAZARDS		EM 385-1-1 (PARA REF)	

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JOB STEPS	HAZARDS	ACTIONS TO ELIMINATE OR MINIMIZE HAZARDS	EM 385-1-1 (PARA REF)

# ACTIVITY HAZARDS ANALYSIS

Date Prepared (mm-dd-yyyy):

Project:

Job:

EQUIPMENT TO BE USED	INSPECTION REQUIREMENTS	TRAINING REQUIREMENTS

## Appendix B

### Emergency Phone Numbers and Emergency Procedures

**(Do one of these for each section/area/jurisdiction change. All numbers may not be needed; some additional may be needed, depending on local situation. A project map with landmarks indicated and areas color coded should be included.)**

<b>Project area 1 (Area name, landmark, river miles, etc.)</b>			
Police	County Sheriff	999-99-9999	Radio Frequency/Call sign
Ambulance	Ambulance Service Name	999-99-9999	Radio Frequency/Call sign
Fire	Fire Department Name	999-99-9999	Radio Frequency/Call sign
Water Rescue	Rescue Squad Name	999-99-9999	Radio Frequency/Call sign
Haz Mat Team	Department Name	999-99-9999	Radio Frequency/Call sign
Poison Control	Name	999-99-9999	Radio Frequency/Call sign
Air Ambulance	Name	999-99-9999	Radio Frequency/Call sign
Other agency	Name	999-99-9999	Radio Frequency/Call sign
US Coast Guard	District office	999-99-9999	Radio Frequency/Call sign
Closest hospital	Distance in miles	999-99-9999	Radio Frequency/Call sign

County Emergency Contact Numbers (one for each county within or near the project boundary)

<b>County 1</b>		
Sheriff	Name	Phone numbers
State Police	Local office name	Phone numbers
County Fire Agency	Name	Phone numbers
County EMS agency	Name	Phone numbers
ESDA	Name	Phone numbers

#### ***Staff Phone Numbers***

STAFF MEMBER	SPOUSE NAME	HOME PHONE	CELL PHONE
Manager	Pookie	999-999-9999	999-99-9999
Project Manager	Sweetums	999-99-9999	999-99-9999
Lead Ranger	None	999-99-9999	999-99-9999
Include as many as needed.			

### ***Response in Case of Mishap and Incidents***

In an emergency, staff will take whatever steps are necessary to assist. In general, response to a mishap or incident is the responsibility of local government agencies. Corps of Engineers staff may assist in the response, if requested by the local agency, or if the employee is first on a scene. Any request for assistance from another agency will be considered as a high priority. However, the top priority in any situation is the safety of the employee.

### **Emergency Procedures**

All employees are trained in first aid and emergency procedures. There are portable radios, mobile radios mounted in vehicle or boat and a cellular telephone available for communications needs. All staff is trained in the use of communications equipment.

In the event of an accident involving a hazardous material spill in or near the lock/project, all visitors should be evacuated from the site and moved away in an upwind direction. Corps staff should notify local fire and EMS, then assist with traffic control at the distances specified by the Emergency Response Guidebook. If an evacuation is not possible due to the spill location, all doors and windows should be shut, air conditioning and heating units turned off and visitors kept indoors until properly equipped rescue teams can assist with evacuation.

In the event of a fire in a Corps office or visitor center, safety of staff and visitors is the first priority. If the fire is small, attempt to extinguish it with a fire extinguisher. If the fire is too large for one extinguisher to put out, all employees and visitors are to be evacuated. Assemble all groups a safe distance upwind and make sure all people are accounted for. Contact the local Fire Department from an adjoining building, pay telephone or other appropriate means of communication.

In the event of an accident involving a boat near a navigation project, the following steps should be taken in coordination with the lock staff:

- Call over loudspeaker and Channel 14 and 16 for any boat in the area if it is safe to help.

- Close gates on dam to reduce flows as much as possible.

- One employee should be designated to observe direction of victim movement.

- Contact local rescue squad (insert phone number).

- Launching one of the Corps boats is at the discretion of the lock shift head on duty.

In the event there is a Nuclear Station adjacent to the project, an emergency response/evacuation plan should be established in conjunction with the Nuclear Station and local emergency response agencies. This plan should include information as described below.

Area	Designated evacuation route	Evacuation destination	Warning tones

All Corps staff working inside this area should be familiar with the applicable emergency procedures. A copy of the emergency response/evacuation plan should be included with the project safety plan as an appendix.

### **Investigation and Reporting**

Recreation mishaps that occur at Corps managed sites and accidents sustained by Corps employees or contractors are to be investigated and reported in accordance with applicable district accident reporting procedures.

## Appendix C

### Sample Public Use Area Hazard and Inspection Guide.

ITEM	PART	CONDITION	WHEN
1. Parking lot	Road surface	Should be smooth, with no potholes or washouts	Monthly
	Bumpers	Unbroken, yellow paint visible	Annual
	Snow and ice	All snow removed, ice removed or treated with ice melt	Daily in season
2. Picnic Sites	Top and benches	Free from splinters, jagged edges, wood rot or deteriorated appearance	Monthly
	Legs	Free from jagged edges, insect nests, missing and loose bolts, rust	Annually
	Concrete Surfaces	Free from buildup of pine cones and needles	Daily
	Grills	Free from rust, jagged edges, insect nests	Annually
	Tree limbs	No dead, injured or low hanging limbs	Daily
3. Signs	Surface	Clean, free from holes and other damage	Weekly
4. Grounds	Surface	Free of litter and debris	Daily
		Grass neatly cut and trimmed around obstacles	When needed
		Identify and correct any tripping or slipping hazards	Daily
	Shrubs	No limbs extending into walkways, free from insect nests	Daily
5. Sidewalks	Surface	All surfaces should be clean and free from tripping hazards, cracks, or other safety hazards	Daily
		All mud, snow and ice removed or treated with ice melting chemicals and/or sand. If ice or snow cannot immediately be removed due to inadequate staff and/or equipment, the area will be closed to the public until safe.	Daily
6. Safety Signs	Surface	Message should be clear and readable, no spray paint, dirt or other substances obscuring surface	Daily
7. Pay telephones		Should be in working condition, local emergency numbers clearly posted.	Daily

### ***Dam Safety***

Structural inspections, posting of restricted areas, lighting, placement and maintenance of rescue equipment and other duties related to the operation of the lock and dam site are the responsibility of the lockmaster. Park Rangers will assist the lock staff with these duties when asked.

## **Appendix D**

### **Water Safety**

The primary agent for water safety is the State Boating Law Administrator and his agency. Corps of Engineers staff works with the State, US Power Squadron, US Coast Guard, US Coast Guard Auxiliary, and other water safety organizations to provide water safety education. Water safety activities include National Safe Boating Week, Courtesy Marine Exams, school water safety programs, boating safety classes, media interviews and local boating and sportsman shows.

Radio and television public service announcements are used to promote water safety in the project area. In addition, COE staff distributes water safety brochures, posters and other materials to several local agencies: Chambers of Commerce, Convention and Visitor's Bureaus, Area Visitor Center, state sites, US Coast Guard Auxiliary, Corps lock and dam sites and local marinas and boat stores.

A no wake zone at each lock extends from the end of the long wall upstream to the end of the long wall downstream. The marking of this zone is the responsibility of the lockmaster at each site. Park Rangers and the State and local Boating Law Enforcement Agencies will take any needed enforcement action to gain compliance with any properly posted no wake zone.

Other project no wake zones will be marked by project staff. Park Rangers and the State and local Boating Law Enforcement Agencies will take any needed enforcement action to gain compliance with any properly posted no wake zone.

Each Corps of Engineers dam has a restricted area established above and below each dam. The marking of these areas is the responsibility of the lockmaster or project manager at each site or the project staff. Park Rangers and the State and local Boating Law Enforcement Agencies will take any needed enforcement action to gain compliance with any properly posted restricted area.

The Corps of Engineers and/or the US Coast Guard maintain the navigation channel. Any known hazards within the marked navigation channel are removed by one of the two agencies. Any hazard brought to the attention of Corps staff will be referred to the Project Office.

#### **High Water Hazards**

During times of high water, roadways along the project and into recreation areas are underwater. When roads or approaches are underwater the area is closed to prevent encouraging the public from driving through the flooded road. A news release is sent to local radio stations and newspapers. The Corps coordinates with county and state highway departments to place barricades and closure signs as needed. The county sheriff, state law enforcement or Corps of Engineers Park Rangers, depending on barricade location, enforces the barricades.

### **Low Water Hazards**

Low water conditions also present hazards to navigation which should be considered. Navigation channels, wing walls, etc, may need to be marked, and water quality may be impacted.